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OF THE CLEVELAND
MUSEUM OF ART

MAY SHOW

THE TWENTY-FIRST ANNUAL EXHIBITION OF WORK BY CLEVELAND ARTISTS AND CRAFTSMEN MAY 3 TO JUNE 11, 1939

CIRCULAR OF INSTRUCTIONS

FOREWORD

In preparing this circular, presenting rules for the Twenty-First Annual Exhibition of Work by Cleveland Artists and Craftsmen, every effort was made to state regulations clearly. The rules are final.

Every entrant is expected to read this circular and to observe rules set forth and dates given for receipt of entry blank and receipt of objects entered.

CALENDAR

Entry blanks received through Tuesday, April 4.
Works submitted received at Museum:
April 8 to April 15, inclusive.
Exhibition opens Wednesday, May 3, 9 A. M.
Exhibition closes Sunday, June 11, 6 P. M.
Private view for Members and Entrants:
Tuesday, May 2, from 8 to 11 P. M.
Press view: Tuesday, May 2, from 3 to 5 P. M.

ADVISORY COMMITTEE

The Museum will have the coöperation of the following committee. Its purpose is to advise with entrants about the class of material to submit to the Jury. *The committees are not acting as jurors, but as friendly advisors:*

Bookbinding, Mrs. Horace Carr, Cherry 1663.
Ceramics, Mrs. Arthur Weaver, Randolph 1454.
Jewelry and Metal Work, Otto F. Ege, Garfield 4322.
Painting, George G. Adomeit, Main 6830.
Photography, William T. Higbee, Cherry 4600.
Printing, Horace Carr, Cherry 1663.
Prints, Miss Julia Raymond, Henderson 2286.
Sculpture, Mrs. B. P. Bole, Glenville 4490.
Textiles, Julius Mihalik, Cedar 2629.

JURY OF SELECTION

Appointed by the Trustees of the Museum

HENRY LEE MCFEE, *Painter, New York City.*
MRS. GERTRUDE HERDLE MOORE, *Director, Memorial Art Gallery, Rochester.*
FRANKLIN C. WATKINS, *Painter, Philadelphia.*

With the *Jury alone* rests the decision as to which objects shall be accepted or rejected. Each decision will be based upon the artistic merit of the object under consideration.

The Jury has been selected from non-residents chosen because of sympathetic knowledge of a wide range of artistic mediums. They act without compensation, to promote better art, and as a service to the Museum and the artists in Cleveland.

CERTIFICATES OF MERIT

The Jury will award Certificates of Merit for first, second, and third honors in all classes in which the work offered merits such award, and such Honorable Mentions as they may think necessary.

No entrant will be eligible for the same award two years in succession.

ENTRY BLANKS AND TAGS

Entry blanks and tags may be obtained at Museum and at:

The Cleveland School of Art.
Burrows Bros., 633 Euclid Avenue.
10400 Euclid Avenue.
14825 Detroit Avenue.
Cleveland Artists Supply, Inc., Hickox Building, East Ninth Street at Euclid.
The Cleveland Print Market, 1000 Union Commercial Building Arcade.
Ruth Coulter Galleries, 10660 Carnegie Avenue.
The Dodd Co., 1025 Huron Road.
Eastman Kodak Stores, Inc., 806 Huron Road,
1862 E. Sixth Street,
915 Euclid Avenue.
B. K. Elliot Company, 733 Prospect Avenue.
The Gage Gallery, 13100 Shaker Square.
Guenther Art Galleries, 1375 Euclid Avenue.
John Huntington Polytechnic Institute, 3133 Euclid Ave.
The Korner and Wood Co., 1512 Euclid Avenue.
May Company, Picture Department, 6th Floor.
Prentke Laboratories, 1950 East 105 Street.

RULES GOVERNING THE EXHIBITION

WORK ELIGIBLE

1. All work entered must be by:
   (*a*) Artists who now live in Cleveland or Cuyahoga County.
   (*b*) Artists born in Cleveland or Cuyahoga County and retaining definite connections with Greater Cleveland.
2. Work offered shall have been finished since April 5, 1938.
3. All work entered must be the original production of exhibitor or specified associates.
4. All work produced in shops operated by firms or companies may be entered by the firm as exhibitor, but specific notation must be made on entry blank of
   (*a*) Name of individual designer, and
   (*b*) Name of craftsman or craftsmen.
5. Emeritus teachers of The Cleveland School of Art may submit one work each not subject to Jury action.

ENTRIES

6. Entry blanks must be filled out and returned to The Cleveland Museum of Art, University Center Station, Cleveland, Ohio, on or before April 4. Those postmarked later than April 4 will not be accepted.
7. A separate tag with name of artist and title, must be made out for each object presented; stands, bases, coverings or other accessories to be noted on the tag. *Directions for placing Tags:* Paintings, prints, etc.—Turn back of picture toward you, then fasten tag in upper left corner. Do not use thumb tacks. Fasten securely to other objects.

GENERAL

8. No accepted work can be withdrawn before close of exhibition, and all works must remain as installed.
9. The Museum will not be responsible for loss or damage to works submitted, no matter how the same may be caused, although the same care will be used as in handling and guarding its own collections.
10. Museum officials shall have the privilege of removing shadow boxes, mounts or accessories at their discretion.
11. Permission to photograph or reproduce works in the exhibition will not be given without the written consent of artist or owner. Permission to photograph accepted works for publicity purposes shall be understood unless specifically denied.

SALES

12. Price of objects entered for sale must not be higher than that asked at artist's studio or elsewhere, and exhibitor agrees not to reduce price for six months after close of exhibition.
13. A commission of 10% will be charged on *all sales* effected during the exhibition, whether made by Museum or by artist. No work shall be withdrawn from sale except on payment of the 10% commission.

JURY

14. All entries submitted are subject to the decision of the Jury, which is final.
15. The decision of the Jury will be announced by mail not later than May 2.
16. Notice of awards will be sent confidentially to each winner of awards on the day of the Private View (May 2), mailed to the address given on the entry blank, by special delivery, for the exhibitor's information only.

DELIVERY

17. Exhibits must be delivered and removed by exhibitor or his agent within the specified dates.
18. All objects must be delivered at the Service Entrance (northwest door) of the Museum between 9 A. M. and 5 P. M. from April 8 to April 15, inclusive (except Sunday).

RETURN

19. Work not accepted must be removed from Museum by entrant between 9 A. M. and 5 P. M. from May 6 to May 20, inclusive (except Sundays). *They will be delivered only upon presentation of Notice of Rejection at Service Entrance.*
20. Works exhibited and not sold during exhibition must be called for at Museum (Service Entrance) between 9 A. M. and 5 P. M. from June 16 to June 24, inclusive (except Sunday). *They will be delivered only upon presentation of Notice of Acceptance.*

IMPORTANT

21. *The sending of a work of art shall be understood to imply agreement on part of sender with all conditions set forth in this circular.*
22. *Works produced under instruction are not eligible, even though the producer is not a regularly enrolled student. See next page, Item VII, for rules for students' work.*

CLASSIFICATION

A. Each object must be entered under a class listed below and not more than five in one class.

B. No more than ten works can be entered or exhibited by any artist, no matter under how many classes his work may be entered, except in case of Enamels, Jewelry, Pottery, Ceramic Sculpture, Silverware other than Jewelry and Metal Work other than Silver and Iron. See Item IV, Special Instructions.

Please see that all screw eyes are removed from frames

1. Oil Painting: Landscape and Miscellaneous.
2. Oil Painting: Portrait (See I).
3. Oil Painting: Figure Composition.
4. Oil Painting: Industrial.
5. Oil Painting: Still Life.
6. Mural and Decorative Painting: any medium.
7. Pastel.
8. Water Color.

} 1 to 8 Must Be Framed

9. Miniatures (not over photograph).
10. Illustration: any medium (See II).
11. Freehand Drawing: any medium. (See II).
12. Etchings and other intaglio processes (See II).
13. Lithographs (See II).
14. Relief Cuts, Wood Cuts, Linoleum Cuts, etc. (See II).
15. Sculpture in Bronze or Marble, or models for (See I-A).
16. Sculpture in Wood (See I-A).
17. Medallions and Modelling in Low Relief (See I-A).
18. Ceramic Sculpture (See IV).
19. Pottery (See IV).
20. Batik and Other Dyeing.
21. Block Printing on Fabric.
22. Embroidery.
23. Weaving.
24. Jewelry (See IV).
25. Silverware other than Jewelry (See IV).
26. Enameling on Metal (See IV).
27. Metal Work other than Silver and Iron (See IV).
28. Wrought Iron.
29. Furniture.
30. Woodcarving.
31. Printing (See VI).
32. Bookbinding.
33. Miscellaneous Handicraft (See III).
34. Photography: Portrait and Figure (only of people or animals) (See V).
35. Photography: Landscape and Miscellaneous (See V).

SPECIAL INSTRUCTIONS

Note:—A picture (including frame) over 20 square feet will be considered as two entries, one over 30 square feet as three entries.

I. PORTRAITS

A. Portraits of living people must have been taken from life with knowledge and consent of subject.

B. Paintings not done definitely as portraits are not eligible in Class 2, but may be entered in Class 3.

II. GRAPHIC ARTS, ILLUSTRATION, SCULPTURE

Entrant must indicate on his Entry Blank number in edition, and number for sale. Illustration, Prints and Drawings may be unframed, but mounted, 14¼ x 19¼ inches, or 22 x 28 inches.

III. MISCELLANEOUS HANDICRAFT

In order to simplify exhibition, cords should not be attached to lamps.

IV. JEWELRY, ENAMEL, POTTERY, CERAMIC SCULPTURE, SILVERWARE OTHER THAN JEWELRY AND METAL WORK OTHER THAN SILVERWARE AND IRON

Entrants may enter ten pieces in any one or in any two of these classes (two pieces being considered one entry). If he enters ten in only one of these classes he will be permitted five additional entries in other classes, such as Paintings, Prints, Photographs, etc. Sets (up to five pieces) will count as two entries.

Entrant must indicate on his entry blank the number in edition and number for sale.

Enamels over 10 square feet will count as two entries.

V. PHOTOGRAPHY

A. Prints must be made by entrant or in his studio under his direction.

B. Hand-colored prints will not be admitted.

C. Prints must be unframed but mounted 16 x 20 inches. Mounts should be light in color.

D. All prints must have been made since April, 1938.

E. No hand work, other than spotting, may appear on the print, except where it is a part of the accepted technique of the process.

VI. PRINTING

Examples of printing may be entered as five single items, or a number grouped on one mount, each mount counting as one entry. Mounts should be 14¼ x 19¼ inches, or 22 x 28 inches.

VII. STUDENTS' WORK

A. For the purpose of exhibition a student is defined as: any person attending classes or receiving instruction or criticisms as an enrolled student in any art school or in any art class, any person who is receiving private lessons or instruction or whose work is being criticized for purpose of instruction.

B. Work actually produced in classroom or on which criticism has been given is *ineligible*.

C. Each object submitted by student shall have attached a green student tag certifying that work was *not* produced in classroom or under instruction or criticism. This card shall be signed by the teacher and Director of school.

D. Only students of senior classes of The Cleveland School of Art, The Cleveland School of Architecture, or the equivalent grades in other non-commercial schools, are *eligible* for awards.

The June Show will not be held this summer.